Position Description: Procurement Supervisor (ASU)

A Basic Function of the Position:

The Procurement Supervisor is responsible for managing three Purchasing Agents in the Afghanistan Support Unit (ASU). This position receives work direction from Embassy Kabul's A/GSO Contracting Officer to support Mission Afghanistan's procurement program with an annual budget exceeding US\$100 million for supplies and recurring services, and is under the day-to-day supervision of the EFM HR Assistant in charge of the ASU. The Procurement Supervisor is a key ASU advisor and provides advice and guidance to management and requesting sections/agencies. Duties include review of procurement requests, distribution of assignments to Procurement Agents, monitoring of work flow and output, planning for end of year procurements, periodic review of existing actions and liaison with the Post Kabul Procurement section. Responsible for maintaining ASU Procurement section coverage, Procurement Agent backup and training, for drafting complex procurement documents, for negotiating complex procurement actions, and for administering actions from award through to close-out. Also responsible for creation and update of policies and procedures within the unit. Incumbent generally operates within policy guidelines requiring minimal day-to-day supervision. Adheres strictly to the FAR and DOSAR procurement regulations.

Major Duties and responsibilities:

Supervision (30%): The incumbent has responsibility for the planning, scheduling, internal policy and procedural development, and approval of all procurement actions generated. Based on an expert knowledge of Federal Acquisition Regulations (FAR), Department of State Acquisition Regulations (DOSAR), and an in-depth knowledge of other legal and regulatory material, the incumbent is also responsible for the management of daily operations of the Afghanistan Support Unit (ASU) Procurement Section and supervision to three Purchasing Agents, who prepare procurement actions for the acquisition of a variety of goods and services purchased from, primarily, offshore vendors. The jobholder ensures that ASU Procurement personnel comply with US Federal Acquisition Regulations in the execution of procurement actions. The incumbent is required to draft position descriptions, arrange for appropriate training, motivate, appraise and counsel staff. The incumbent will define the areas of responsibility for each Purchasing Agent and distribute work accordingly, ensuring that workload is evenly assigned and that tasks assigned are appropriate to the knowledge and expertise of each staff member. The incumbent is responsible for monitoring, reviewing, and refining the work of the individual staff members. The incumbent for establishing Work Development Plans for each staff member and for evaluating their performance based on these criteria. The incumbent is the final backup for all staff and must be capable of stepping into their Purchasing Agent roles when necessary. The Procurement Supervisor is responsible for assuring that all section personnel have backups, that the section always maintains proper coverage, and that section personnel receive the required technical training. Ensure that each member of the team maintains a standardized desktop procedure and handover process.

<u>Simplified Acquisitions (30%):</u> The incumbent is responsible for the procurement of a wide range of goods and services, according to the needs of the Afghanistan Support Unit (ASU), by means of USG Simplified Acquisition procedures and in accordance with Federal Acquisition Regulations (FAR). Position uses purchase card with monthly limit \$50K.

Ensure that ASU Procurement personnel purchase, wherever feasible, from preferred sources including, but no limited to, GSA catalogues, surplus inventories and programs such as SEWP and SELP. The

incumbent is also required to maintain a good working knowledge of procurement regulations and instructions which will be disseminated to ASU Procurement personnel.

Required to work closely with USDA, DPM and contracted freight forwarders in an effort to expedite shipping to Post Kabul. This extends to the monitoring of Procurement Agent's order status' and their ultimate close-out.

The incumbent will be required to contribute to complex or difficult procurement actions and serve as back-up to Procurement Agents in times of absence or increased workload.

Reporting, Writing, Business Operations Analysis (20%): The incumbent will report on a continuing basis to the Afghanistan Support Unit (ASU) A/GSO on all procurement matters. He/she will also report all highlights and issues related to the ASU's procurement actions during periodic ASU management meetings and via regular tele-conferences with Post Kabul's Procurement Section. For all administrative purposes, incumbent will report through the ASU HRO to the Colombo MO.

The Procurement Supervisor is also responsible for providing ASU Procurement Section's International Cooperative Support Services (ICASS) statistics to Post Kabul's Financial Management Centre (FMC) and for the integrity of the Federal Procurement Data System (FPDS) data submitted by the ASU's Purchasing Agents.

The incumbent will continuously review how the ASU is making its purchases and conduct cost benefit analysis to ensure that ASU procurement operations are efficient and cost effective. He/she will also identify industry trends and develop sourcing strategies to deliver increased value, reduce costs and improve service outcomes.

End of Fiscal Year (EOFY) Planning (10%): The incumbent will play a key role in the end of fiscal year procurement process planning including participation in meetings with ASU and Post Kabul FMC and Management leads to set priorities that will assist with prioritization and decision making. The incumbent will ensure that all purchases are completed prior to procurement deadlines (subject to regulations).

<u>Liaison with Post Kabul (5%):</u> The incumbent will be required to facilitate regular lines of communication with the Post Kabul customer base and with Post Kabul Procurement Section's leadership group. This will include participation in regular DVCs and/or tele-conferences and periodic reporting to Kabul's A/GSO responsible for procurement.

<u>Back-up (5%):</u> Provides back up support and assistance to other members of the ASU Procurement & Contracting Unit staff as directed by the Procurement & Contracting Supervisor or the A/GSO.